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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

Timely Publication of Mysore Half-yearly Civil List. Adoption of expeditious methods of work.

OFFICIAL MEMORANDUM.

O.M. No. CH.S. 12?07-87—MISC. 157-51-1, DATED BANGALORE, THE 29TH FEBRUARY 1952.

The following rules are prescribed for the compilation, printing and publication of the Half-yearly Civil Lists :—

(1) All the offices having anything to do with the preparation of material for the Half-yearly Civil List should regard it as a matter of first importance and urgency.

(2) Special care should be taken to see that the particulars in each case are correct and complete in every respect.

(3) Proofs forwarded by the Chief Secretariat should be returned without delay on the due dates prescribed or earlier if possible.

(4) Serious notice will be taken of defaulting offices.

(5) Heads of Departments will be held responsible for any errors or omissions arising from want of scrutiny in their offices.

(6) Action to print and issue the Civil Lists will not be delayed or withheld for want of replies or returns due by Departments.

(7) In the case of Departments delaying or defaulting it will be assumed that, where the time limit is exceeded, no corrections are needed and further action will be taken accordingly. Responsibility for omissions and delay will therefore rest entirely on the Departments.

(8) The Government Press will set apart the three or four weeks required for printing this matter exclusively for this purpose and give it top priority over any other item of printing.

(9) The following calendar of work is approved in connection with the preparation, printing and publication of the Civil List :—

i.	Despatch of extracts of the Civil List from Chief Secretariat to Heads of Departments for correction and return within a week.	1st March or 1st September.
ii.	Last date for receipt of replies from Departments ...	7th March or 7th September.
iii.	Transmission of extracts to the Government Press by the Chief Secretariat.	15th March or 15th September.
iv.	Return of proofs by the Press to Chief Secretariat ...	25th March or 25th September.
v.	Retransmission to Departments concerned for incorporating final corrections as on 1st April or 1st October.	28th March or 28th September.
vi.	Last date for return of proofs by the Departments finally corrected to the Chief Secretariat.	5th April or 5th October.
vii.	Despatch of final proofs to the Government Press for printing.	20th April or 20th October.
viii.	Issue of printed copies	1st May or 1st November.

E. V. GANAPATI IYER,
Chief Secretary to Government.

FINANCIAL SECRETARIAT

ERRATUM.

MEMO No. FL. 405—S.T. 62-51-2, DATED 14TH APRIL 1952.

List of payments of over Rs. 250.

For the figure "Rs. 240" occurring in the first line of the last para of the Circular No. FL. 7589-7700—S.T. 62-51-2, dated 6th March 1952, published on Page 59, Part I of the *Mysore Gazette* dated 20th March 1952, please *read* as "Rs. 250".

M. SHAMANNA,
Secretary to Government,
Finance Department.

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